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Dear Plan Administrator:

RE: UPDATED INFORMATION ON THE FINANCIAL REPORTING FORMS

The Department of Managed Health Care ("Department") made additional changes to the financial reporting forms. In addition, there are some instructions that the plans **MUST** follow for the reporting forms to function properly. Please note that the following information is for financial reporting only. This process is separate from the e-filing/licensing requirements.

The revised reporting forms (Version 2002, Revised 4-3-2002) have been posted to the Department's web site: www.hmohelp.ca.gov/hpp/memos. The following changes have been made:

- Report #3, Statement of Cash Flows (Direct Method)– Line 51, Column 2 should be the sum of Lines 40 and 50. The formula has been changed on the monthly and quarterly reporting forms.
- Report #4, Enrollment– Formulas were incorrect in Columns 11 "Annual Hospital Days/1000" and Column 12 "Average Length of Stay". The formula has been changed on the monthly, quarterly, and annual reporting forms.
- Page 2, Supplemental Information – Some of the cells improperly protected. The protection has been removed from the monthly and annual reporting forms.
- Report #2, Revenue, Expenses, and Net Worth – The "Member Months" at the top of the page was eliminated. This change was made to the monthly, quarterly, and annual reporting forms.
- Reports and Schedules: Changes to fonts, number of characters allowed in a cell, formats (date, number, etc.). The changes were made to the monthly, quarterly, and annual reporting forms.
- **NOTE:** In order for the "check my work" feature to work properly, there must be an "A" in cell D1 of the cover page. This cell is not protected.
- **NOTE:** Please enter all amounts in whole dollars ONLY. If amounts include cents, there will be a rounding error and the reports will not balance.

We appreciate the feedback from the health plans. If you have any comments or questions, please email or call.

Sincerely,

Michelle Yamanaka
Financial Examiner
Division of Financial Oversight